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18 January 1955

TO : Director of Training

FROM : Chief of Logistics

SUBJECT : LO Support for Production of OTR Motion Pictures

REFERENCE: Memo dtd 13 Dec 54 from Director of Training to Chief of Logistics subject "Technical Services Required by OTR for the Production of Motion Pictures"

1. The Printing & Reproduction Division of the Logistics Office is anxious to cooperate in every way with the Office of Training in the production of motion pictures, and we are in general agreement with the division of responsibilities outlined in referenced memorandum.

2. It is understood, however, that your office has under consideration a proposal for hiring a film editor on a full-time basis. We believe that operational experience has proven that a film editor would be spending virtually all his time in the Printing & Reproduction Division Plant utilizing laboratory equipment and facilities. It is our belief that the function of film editing is properly assignable to the Logistics Office and that such an arrangement would eliminate duplication of costly equipment and promote efficiency in operational control. Upon receipt from your office of support requirements data which would substantially justify the need for a film editor, we shall initiate action to establish a film editor position on the Logistics Office Table of Organization.

3. The completion of our motion picture facilities will enable us to provide OTR with more technical and expeditious service. The need for minor pieces of additional equipment is recognized and these will be procured as rapidly as possible. Our services are available for the procurement of camera and lighting equipment.

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4. This office concurs in the division of responsibilities for film production as suggested above and appreciates advanced information as to Logistics support services required by OTR during the next six (6) months.

/s/

JAMES A. GARRISON